

STATINTL
[REDACTED]

PERSONNEL

23. MANAGEMENT OF SUPERGRADE PERSONNEL

a. POLICY

- (1) The Director of Central Intelligence, with the approval of the Office of Management and Budget, will establish the supergrade ceiling of the Agency. Within that ceiling, the DCI will determine the number of Agency personnel who may hold supergrade rank.
- (2) Allocation of supergrade ceiling to the four Directorates and the Offices of the DCI will be determined by the Director of Central Intelligence upon recommendations of the Agency Supergrade Board. Such recommendations will be based on evaluated position requirements. Unused supergrade ceiling will be held by the Director as an Agency-wide reserve for subsequent allocation as required.
- (3) An employee will hold supergrade rank for such time as the Director may determine.
- (4) All supergrade officers will be counted against the supergrade ceiling of the Career Service having career cognizance over the officer. Contract employees hired at a supergrade pay level but without reference to a supergrade rank in the contract will not be charged to the supergrade ceiling. When, however, a supergrade rank is specified in the contract, the contract employee will be counted in the supergrade ceiling.

Flag-rank military officers assigned to the Agency will occupy military designated positions, not Agency supergrade positions.

b. RESPONSIBILITIES

- (1) The Director of Central Intelligence is responsible for:
 - (a) Approving recommended actions effecting a change in the allocation of supergrade ceiling or a change in a supergrade position.
 - (b) Approving any changes in the grade of personnel holding or proposed for supergrade rank.
- (2) The Agency Supergrade Board, composed of the DDCI as Chairman, the four Deputy Directors, the Chairman of the Senior Executive Career Service Panel, as voting members, and the Director of Personnel and the Comptroller or his designee (as advisors) will be responsible for:
 - (a) Reviewing the findings of the Office of Personnel annual survey of supergrade position requirements and Agency-wide allocations of supergrade ceiling.
 - (b) Reviewing individual requests from the Directorates or Offices of the DCI for supergrade ceiling allocation, the establishment of new supergrade positions or grade adjustments of supergrade positions, in conjunction with Office of Personnel findings.
 - (c) Submitting its recommendations pursuant to (a) and (b) above with those of the Director of Personnel, to the DCI for his decision.

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- (3) Deputy Directors and the Chairman of the Senior Executive Career Service Panel will be responsible for:
- (a) Submitting requests to the Agency Supergrade Board, through the Office of Personnel, for reallocation of supergrade ceiling, for establishment of new supergrade positions, or for grade adjustments of supergrade positions. Such requests will include detailed job information in support of the request.
 - (b) Insuring the appropriate career management and development of supergrade officers.
- (4) The Director of Personnel will be responsible for:
- (a) Conducting annual supergrade position requirement studies and performing related staff work.
 - (b) Reporting to the Agency Supergrade Board the results of the annual supergrade position requirement studies.
 - (c) Completing, upon receipt of supportive information, the ~~classification~~ ^{INDIVIDUAL} review of requests for allocation of supergrade ceiling; for establishment of new supergrade positions; ^{OR} and for grade adjustments of supergrade positions, and, submitting findings to the Agency Supergrade Board within 14 days of receipt of the request.
 - (d) Processing personnel actions affecting supergrade personnel.

c. PROCEDURES FOR PROCESSING PERSONNEL ACTIONS (no change)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL
Proposed Revision of [REDACTED] Management of Supergrade Personnel

FROM:

Chief, Regulations Control Branch
211 Key

EXTENSION

3796

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. STATINTL
[REDACTED]
626 C of C

Mary,
Please review and if you
concur we will send out for
coordination [REDACTED]

STATINTL

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